

UNIVERSITY OF GUELPH: DEPARTMENT OF ATHLETICS



GUELPH GRYPHONS

March 2017

**ATHLETIC CLUB PROGRAM:
POLICY AND PROCEDURE MANUAL**

TABLE OF CONTENTS

Contents

UNIVERSITY OF GUELPH: DEPARTMENT OF ATHLETICS	0
TABLE OF CONTENTS.....	1
1.0 INTRODUCTION	4
1.1 PREAMBLE	4
1.2 DEPARTMENT OF ATHLETICS	4
1.3 DEFINITION OF A CLUB	4
1.4 CONTACT INFORMATION.....	4
2.0 CLUB GUIDELINES	6
2.1 MEMBERSHIP.....	6
2.1.1 Eligibility Guidelines	6
2.1.2 Athletic Membership Cards (Identification Cards).....	6
2.1.3 Membership Fees	6
2.2 CLASSIFICATION OF CLUBS	7
2.3 STATUS OF CLUBS	7
2.3.1 Yearly Renewal.....	7
2.4 CODE OF CONDUCT	8
2.4.1 Club Responsibilities	8
2.4.2 Club Privileges.....	8
2.5 CONSTITUTION	9
2.6 DISCIPLINARY PROCESS.....	9
2.6.1 Probation.....	9
2.6.2 Minor Infractions	10
2.6.3 Major Infractions.....	10
2.6.4 Decertification.....	10
3.0 APPLICATION FOR NEW CLUBS.....	11
3.1 STEPS REQUIRED FOR APPLICATION	11
4.0 DEPARTMENT RESOURCES.....	11
4.1 FACILITIES	11
4.2 DISTRIBUTION OF FACILITY TIME.....	12

4.3 EQUIPMENT	12
4.3.1 Inventory List.....	12
4.4 ACTIVITIES.....	12
4.4.1 Department Sponsored Activities	12
4.4.2 Non Department Sponsored Activities.....	12
4.5 KEYS	13
4.6 TRAVEL.....	13
4.6.1 Travel Itineraries.....	13
4.6.2 Accidents.....	13
4.6.3 OUA Eligible Competitive Club Travel	14
5.0 ADVERTISING AND MEDIA	14
5.1 SPECIAL EVENTS	14
5.1.1 Approval Process	14
5.2 LOGO USAGE	14
5.3 MEDIA	14
5.4 PROMOTION.....	15
5.4.1 Advertising.....	15
6.0 CLUB REQUIREMENTS	15
6.1 CLUB COUNCIL	15
6.1.1 President.....	15
6.1.2 Treasurer	16
6.2 COACHES AND INSTRUCTORS	16
6.3 Attendance	17
7.0 RISK MANAGEMENT.....	17
7.1 GUIDELINES.....	17
7.1.1 Waivers	17
7.1.2 Medical Insurance	17
7.2 EMERGENCY ACTION PLAN	18
7.2.1 Incident Reports	18
7.3 RISK MANAGEMENT.....	18
7.3.1 Concussion Protocol	18
7.4 ALCOHOL AND DRUG POLICY	18
8.0 FINANCIAL	19

8.1 FINANCIAL CONTRIBUTIONS 19

 8.1.1 Fundraising 19

 8.1.2 Donations 19

 8.1.3 Sponsorship 19

 8.1.4 Department Funding 19

8.2 CLUB FUNDS 20

8.3 MEMBERSHIP FEES 20

8.4 POLICIES 20

 8.4.1 On Campus 20

 8.4.2 Off Campus 21

8.5 BUDGETING 21

8.6 REIMBURSEMENTS 21

8.7 FLOATS 21

1.0 INTRODUCTION

1.1 PREAMBLE

The University of Guelph Clubs Program offered through the Department of Athletics, strives to provide an athletic environment that includes opportunities for all individuals. Programs extend from recreational to Ontario University Athletic (OUA) eligible competitive clubs. The Clubs Program is dedicated to providing an inclusive, respectful, and student facilitated community.

The Clubs Program promotes student participation through a variety of athletic activities with opportunities for students to participate in an activity of interest to them, while also promoting student leadership and companionship. The success of each club is determined by investment, involvement and commitment from its student leaders.

This document will function as a guide for the administration and governance of all clubs, and includes procedures and policies that must be adhered to.

1.2 DEPARTMENT OF ATHLETICS

The University of Guelph's Department of Athletics provides opportunities for all individuals within the University community, to participate in a range of athletic programs. The various programs provide students with a balance that is complementary to the University's academic demands. The Clubs Programs provides opportunities at various levels, ranging from OUA Eligible, Competitive, and Recreational clubs. The versatility of the Athletics Program seeks to provide equal opportunities for each individual regardless of sex, age, ethnicity, or physical ability.

1.3 DEFINITION OF A CLUB

A Club shall be defined as a student organization recognized by the Department of Athletics, and designed to deliver individuals motivated by a mutual interest and desire the opportunity to participate in a particular athletic sport. Clubs will be governed by an executive council with oversight from the Department of Athletics. Leadership opportunities within the Clubs must be given to University of Guelph students. There must be at least 12 participants in each club, and membership must be composed of 80% of University of Guelph students. Membership must not be exclusive. Any competitive club must hold at least one open tryout per year. Clubs must hold regular practice in order to promote and develop skills and interests of their members. A club constitution must be consistent with the philosophy of the Clubs Program. A Club must also be financially self-sufficient and reliant. Those clubs which meet such requirements will be awarded active status and necessary resources.

1.4 CONTACT INFORMATION

Address:

University of Guelph
Department of Athletics
50 Stone Road East
Guelph, Ontario
N1G 2W1

Email

Clubs Office: clubs@uoguelph.ca

Clubs Supervisor: tothj@uoguelph.ca

Telephone Numbers

Administrative Offices: (519) 824 – 4120 Ext. 56133

Client Services: (519) 824 – 4120 Ext. 56253

Fitness & Recreation Office: (519) 824 – 4120 Ext. 56132

Intramurals: (519) 824 – 4120 Ext. 56137

Facility Rentals: (519) 824 – 4120 Ext. 53790

Business Office: (519) 824 – 4120 Ext. 56136

2.0 CLUB GUIDELINES

2.1 MEMBERSHIP

The Athletics Club Program is a non-discriminatory and equal opportunity organization. It is the responsibility of the Clubs executive council to enforce the following membership policies. Clubs found in violation of any of these conditions will have privileges suspended as well as any other sanctions deemed necessary by the Clubs Program Supervisor. All Clubs must provide equal opportunities for each individual and membership must not be in any way discriminatory.

2.1.1 Eligibility Guidelines

Membership is open to all students currently enrolled at the University of Guelph in Undergraduate or Graduate programs. Current Department of Athletics Members (non-university students) may participate in the Clubs offered however; they cannot hold the position of President. Non-students may hold the office of co-president with a student. Students from other colleges, universities or high schools are not permitted to participate in any club activities unless they have purchased a Club Membership as well as either an Athletics Membership or Day Pass. Membership must be comprised of at least 80% student membership. There must be a minimum of 12 participants enrolled in the Club. No one under the age of 16 is eligible to participate unless they are a current University of Guelph student. Those under the age of 16 must be accompanied by a parent or guardian.

Each club is entitled to determine its own membership format. This can range from open participation to holding formal tryouts. If clubs are holding tryouts, they must insure all information regarding tryouts is provided to the Clubs office, in a timely manner. Once Club members have been selected, the Club President must submit a roster to the Clubs office for registration purposes.

2.1.2 Athletic Membership Cards (Identification Cards)

Club participants must have a valid student card or Athletic Membership Card to access the athletic facilities. This can be purchased at Client Services Desk in the W. F. Mitchell Athletics Center.

Instructors and coaches who are actively involved in the Clubs practices may be eligible to receive a complimentary Athletics Membership. The Club President must request access for instructors and coaches for approval by the Clubs Supervisor.

2.1.3 Membership Fees

Club Fees must be approved by the Clubs Supervisor at the beginning of the year. The amount of the fee may vary from Club to Club. Fees are based on a budget submitted by the Club's executive council and take into account various fees for facility time as well as lifeguarding, coaching or instructor fees.

2.2 CLASSIFICATION OF CLUBS

Each athletic club will be classified into one of three categories based on the level in which the club engages in competition. A club must first be able to meet the following criteria:

- o The purpose of the Athletic Club must be consistent with the Clubs Program philosophy
- o The Club must be engaged in an athletic activity
- o The Club must provide access for an activity with a demonstrated demand on campus
- o The Club must be financially self-sufficient

Classification of Clubs:

1. OUA Eligible Competitive Clubs

Activities of OUA Eligible Competitive Clubs involve competition within the Ontario University Athletics community. An OUA Eligible Competitive Club is not a Varsity Team. In addition, the club's status is reviewed annually and subject to change.

2. Competitive

Activities of Competitive Clubs involve both formal and informal competition with other Universities, recognized clubs outside of the university community, or after sporting organization.

3. Recreational

Activities of Recreational Clubs involve opportunities to engage in an athletic activity or sport for the purpose of fitness or recreation. These clubs may engage in competition among club members or within the University of Guelph community.

2.3 STATUS OF CLUBS

Clubs will be given active status by the Clubs Supervisor. New Clubs will be subject to a two – semester probationary period in which they are expected to demonstrate membership and financial stability. Clubs must actively generate campus-wide participation. Athletic Clubs that fail to adhere to the rules and regulations of the Clubs program will be placed on Probation (see 2.6.1 Probation). All privileges of active status may be restored upon termination of the probationary period. Clubs may be terminated if the Club shows a decrease in membership, participation, or general interest. An investigation will be conducted by the executive council of a Club and the Clubs Office to determine if this is a temporary condition. If it is determined that the Club is no longer viable or can no longer meeting conditions, termination may be appropriate. Clubs wishing to operate during the summer semester must also request Summer Status from the Clubs Supervisor.

2.3.1 Yearly Renewal

At the end of every school year each Club is expected to meet with the Clubs Supervisor to review the year. Failure to adhere to this procedure may result in the loss of Club status as well as loss of facility bookings and support. Each year all returning clubs must submit an Intent to Continue Form, an annual report, and a budget report. The Club must demonstrate a steady membership throughout their season. They must fill out and submit a facility request form for the upcoming year. Each club must review, revise and adapt the Club's constitution when necessary.

2.4 CODE OF CONDUCT

By registering to participate in the Athletics Club Program, each individual has assumed the obligation to conduct themselves in a manner compatible with the University's function as an educational institution. All Clubs members are responsible under the University of Guelph's Student Code of Conduct. Members of the Department of Athletics are also responsible under the Department of Athletics Code of Conduct. It is expected that all Club members conduct themselves in a manner which does not detract from the reputation of the University, or contravenes the policies of the University of Guelph's Department of Athletics Club Guideline. While attending off campus events participants must remember that they represent the Department of Athletics as well as the University of Guelph and any reports of misconduct or activity negatively reflecting the University will result in disciplinary action. Misuse of equipment provided or facilities, as well as inappropriate conduct and actions will participating in any club event will jeopardized the Club's active status.

2.4.1 Club Responsibilities

Each Athletic Club has the responsibility to:

- 1) Communicate important information to the Clubs Supervisor as well as Clubs Facilitator in a timely manner. This includes information regarding changes in the club structure, membership, operation of the club, any incidents that may occur during club hours.
- 2) To ensure that Club members are aware of the Department of Athletics and Clubs philosophy and policies. To also make known the intent and goals of the Club.
- 3) To regularly check the Club's GryphMail account.
- 4) To ensure that the Club has developed a Club constitution in accordance with the Department of Athletics philosophy.
- 5) To ensure that the Club is following proper procedures regarding travel, clothing orders, advertising, and financial procedures, as well as respecting the Department of Athletics facility and Department resources.

2.4.2 Club Privileges

The Department of Athletics provides the Clubs Program with various privileges to those who comply with the policies of the Department. Privileges extended to Clubs include:

- 1) To be recognized by the University of Guelph Department of Athletics as an official Club.
- 2) To promote and garner membership interest on the University campus.
- 3) To collect membership fees for the Club.
- 4) To apply for additional funding when necessary.
- 5) To be allotted facility time to host weekly club practices and meetings.
- 6) To be granted permission to use the Guelph Gryphon Logo and other branding for Club promotion.
- 7) Granted permission to compete as a University of Guelph team for competitions
- 8) To find eligibility for OUA clubs

2.5 CONSTITUTION

Each Club must establish a set of organizational guidelines with which the members govern themselves. The Club must develop a constitution that is suited to the practical operation of that particular Club. The constitution must be easily interpreted so that the club can operate consistently from year to year. All constitutions must include the following:

- 1) **Name of the Club**
- 2) **Purpose**
This section must be reflective of the activities of the club and must be unique; it cannot overlap with any other existing club. Include general goals, objectives, and direction of the group.
- 3) **Membership Guidelines**
All Clubs must be open to any University of Guelph Student. Community members may join clubs, however only University Students can hold executive and presidential positions within the Club. What right and privileges a full member has is up to the Club to decide.
- 4) **Membership Fees**
At the beginning of each year, fees must be re-evaluated with the president, Clubs Supervisor, and Clubs facilitator. Fees must be clearly stated and must correspond with the needs of the club and how those fees will be used.
- 5) **Operational Guidelines**
Outline the structure of the Club, practices, and competitions.
- 6) **Executive Team**
Outline who the President, Vice President, Treasurer, and executive council are, what their roles and responsibilities will be.
- 7) **Affiliation**
State any affiliation the club has outside of the Athletics Club program, such as community clubs, CSA clubs, varsity teams, and local, regional, national, or international organizations.
- 8) **Disciplinary Process**
State the process of how the Club will approach those who are being removed.
- 9) **Amendment Formula**
State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

2.6 DISCIPLINARY PROCESS

Any violation of, or non-compliance with the University of Guelph policies or codes of conduct, or with the Department of Athletics policies or codes of conduct as well as any club regulations may result in revocation of membership, club activities being suspended and club status being terminated. The Clubs Supervisor may handle all disciplinary action of the individual club or its' members if deemed necessary. The Department of Athletics may also take additional disciplinary action if necessary.

2.6.1 Probation

Clubs on probation will not have access to any additional department funding during this period. Facility bookings may also be affected during this time.

2.6.2 Minor Infractions

Minor infractions will result in the following steps being taken:

The Club may be placed on probation, including a freezing of facility access until the situation has been rectified. Club funds may also be frozen. The Clubs Supervisor will notify the Club President in writing of the reason for the probation, length of probation, freeze on funds, and possible consequences. The Club may be placed on a one year probation or the Club status may be revoked. The Club will be notified in writing of any disciplinary decision and also the right to appeal.

2.6.3 Major Infractions

Major Infractions may include but are not limited to: violations of the University or Department of Athletics Codes of Conduct, negative representation of the University, unsportsmanlike or discriminatory conduct, inappropriate use and or misuse of club funds, allowing ineligible individuals to participate in club activities, non-payment of fees, and inappropriate activities. The following steps will be taken for major infractions. A meeting with the Clubs Supervisor and Clubs Facilitator, on campus program manager, and Club President is scheduled. The Club will be notified in writing to the decisions made and their right to appeal. Disciplinary actions may include strict probation, loss of funding, loss of facility use, loss of Department of Athletics membership or status, loss of Club status, and any other disciplinary measure deemed appropriate by the University.

2.6.4 Decertification

A club may be revoked of their club status should they be on probation for two consecutive semesters.

2.6.5 Appeals

Clubs wishing to appeal decisions made by the Clubs Office or the Department of Athletics must do so in writing within 48 hours of the decision. The appeal will be presented to a committee consisting of the Fitness & Recreation Manager, the Clubs Supervisor, and the Clubs Facilitator.

3.0 APPLICATION FOR NEW CLUBS

3.1 STEPS REQUIRED FOR APPLICATION

New Clubs must apply and submit a new Clubs Request for Status/Recognition Form to the Clubs Supervisor. The appropriate level for the Club must be selected; OUA Eligible Competitive, Competitive, or Recreational. Some Clubs may have to indicate more than one level as they may have a competitive/travelling arm of their Club as well as recreational members. Following the submission of the form, a meeting with the Clubs Supervisor must be scheduled. Identify all safety measures, especially if this sport has a high risk factor or liability.

Club status is granted when the structure of the group and the membership is such that successful accomplishment of purpose may be reasonably predicted and the Department facilities and finances are available to support the Club without jeopardizing support of other established Department of Athletics Clubs and/or programs. Following approval, the new club will agree to a two semester (one year) probationary period. After the probationary period, a re-evaluation will occur prior to the Club being granted and approved for full time status. All new Clubs will develop a Club constitution and by-laws. They will also be required to provide information for publication for the Gryph Guide and gryphons.ca website.

The Club Program reserves the right to refuse recognition to any club requiring extensive funding or resources, any club involving high liability or high risk factors, any club which does not properly represent the University of Guelph, or any other reason deemed unfit for the Clubs Program.

4.0 DEPARTMENT RESOURCES

All approved Clubs have access to the University's resources and benefits for use in sponsored activities that are related to practice and competition. These resources are a privilege. They are not guaranteed and are subject to the availability and other factors.

4.1 FACILITIES

Clubs must submit the appropriate facility request form and submit it to the Clubs Supervisor at the end of the Winter semester for the Fall/Winter Semesters in the following school year. This request must include times and preferred locations, and must only be used for Clubs related activities. Because of changing schedules, dates and times, the Clubs Supervisor may not always be able to meet your scheduling requests. Facility contracts will be kept on file, however it is the club's responsibility to check the booking permits for inconsistencies. Special events, building closures, and holidays may impact your club's scheduled practices. Additional times may be granted upon approval from the Clubs Supervisor. If a club has reserved facility time it must be used. If a club chooses to cancel a practice, the Club President must notify the Clubs Supervisor or Clubs Facilitator at least 48 hours before the scheduled practice. Clubs are obligated to clean up after their respective activities. Additional space for special events, competitions, meetings, tournaments, can be requested and will be granted on a first come first served basis.

The Department of Athletics facilities are shared with many other programs and teams. Thus various groups will be utilizing the same indoor and outdoor spaces. Clubs are expected to adhere to their facility booking and respect others use of the facility.

4.2 DISTRIBUTION OF FACILITY TIME

Facility time is assigned on a per semester basis, with six criteria used to allocate hours:

- 1) Club Status
- 2) Number of Members
- 3) Attendance
- 4) Facility Requested
- 5) Probation Status
- 6) Club Student Composition

4.3 EQUIPMENT

Club Presidents are expected to inspect equipment before practices to insure that the equipment is safe for use. Do not use any equipment if it seems unsafe, and report any damages to the Clubs Supervisor.

4.3.1 Inventory List

Clubs are required to submit a complete inventory list of all equipment belonging to the club at the beginning of the Fall semester. This list should be reviewed annually and resubmitted every Fall semester.

4.4 ACTIVITIES

4.4.1 Department Sponsored Activities

Clubs are permitted to use the Department of Athletics facilities for practices and competitions. This allows clubs to represent the University of Guelph at competitions, and allows the clubs to incorporate the name University of Guelph in their name. However this is only permitted if the name of the University follows the name of the organization, and only if the organization is clearly designated as a student organization. In using the University name, clubs do not officially represent the University or the Division of Recreational Sports other than for the purposes of competition. Clubs may not offer or represent the University's endorsement, approval, or sponsorship of any activities except as specifically authorized by the Clubs Supervisor. Travel and accommodation requirement of the club must be funded by the club itself. The Clubs Supervisor and Clubs Facilitator are available for support and guidance when hosting or going to Department Sponsored Activities. Clubs are responsible for all set up and management of tournaments during the event.

4.4.2 Non Department Sponsored Activities

Athletic Department resources are not available for non-department sponsored events and activities. These include activities such as social events and fundraising activities. Any advertisements, solicitations, sale or contractual materials that do not relate to sponsored activities should indicate that the University of Guelph Department of Athletics is not a party or a sponsor of

the contractual agreement and that it neither endorses nor in any way warrants that the obligations of any party to any agreement made in the event will be met.

4.5 KEYS

Keys for the various rooms in the Athletic Center can be checked out at the Client Services Desk. Keys can be checked out by authorized club members to access storage and activity areas. At the beginning of each school year, Club Presidents are responsible for sending a list of authorized members that have permission to check out keys to the Clubs Supervisor. The Clubs Supervisor will ensure that this information is put into the system for use.

4.6 TRAVEL

Each club is responsible for arranging their own travel and transportation for off campus events. This includes all hotels, travel insurance, transportation, and meals. Clubs may receive support from both the Clubs Supervisor and Clubs Facilitator when arranging travel. Clubs are required to fill out a travel request form and submit it three weeks prior to departure. Clubs are also responsible for providing emergency contacts for those travelling. All off campus travel must be approved by the Clubs Supervisor.

Recreational and competitive clubs may use personal vehicles or rental vehicles for travel with permission from the Clubs Supervisor. If using personal vehicles, drivers and passengers must sign a driver waiver form or a passenger waiver form respectively. Mileage reimbursement request can be made for drivers and those funds will come out of the clubs account. For mileage claims, the start and end location must be the University of Guelph. Gas claims are not accepted and will not be reimbursed. Charter buses or vans are recommended for travel during the cold winter months (November – February). Buses and vans can be booked for any club upon request. If any clubs are travelling overnight, accommodations for the drivers must be made as well. If personal vehicles are being used the driver must have a valid driver's license and insurance for the vehicle. It is the responsibility of the club to ensure that the drivers have the appropriate documents. Any clubs travelling via airline must hold onto the Boarding Passes issued by the airline if they wish to be reimbursed. Clubs may use club funds to assist with transportation costs and accommodations. There is absolutely no consumption of alcoholic beverages while and representing the Club Program. Failure to abide by this will result in disciplinary action.

4.6.1 Travel Itineraries

Prior to leaving the University, clubs are required to submit a travel itinerary and an emergency contact list to the Clubs Supervisor or Clubs Facilitator for review.

4.6.2 Accidents

In case of any vehicular accident or major injury incurred at any point during the approved travel or event, take all necessary emergency care steps then immediately contact the Clubs Supervisor. If the Supervisor is unavailable, leave a detailed message on voicemail. An incident report form should be submitted to the Clubs Supervisor upon returning to the University of Guelph campus.

4.6.3 OUA Eligible Competitive Club Travel

OUA eligible competitive clubs must take third-party transportation to OUA events. Clubs may ask the Clubs Supervisor for exemption should they meet the following requirements:

- Provide a travel itinerary
- Names of all travelers
- Emergency contact list
- A copy of driver's license and proof of insurance of drivers (if using personal vehicles)
- A copy of the contract/rental agreement (if renting vehicles)
- Signed driver and passenger waivers
- Weather outlook looks promising

5.0 ADVERTISING AND MEDIA

5.1 SPECIAL EVENTS

Clubs are encouraged to engage their members, reach out to prospective members, and get involved with the community throughout the year. Hosting tournaments, guest lectures, clinics, tournaments, and social gatherings is a great way to promote your club to your members as well as the University of Guelph Community. All events must be approved by the Clubs Supervisor.

5.1.1 Approval Process

Special event requests can be made for tournaments, games or a clinic that is scheduled outside of the allotted club practice times. This request should be submitted to the Clubs Supervisor two weeks in advance. There will be a facility rental fee that the club will be responsible for. Clubs get a 50% on their first facility rental of the year outside of their regular club times. Clubs hosting must also submit at least two weeks in advance an outline of the arrangements that have been made. Please note that the University of Guelph prohibits the consumption or possession of any alcoholic beverages and/or illegal drugs at Special Events. It is the responsibility of the Clubs President and executive team to monitor all club events; this includes the actions of all participants and spectators.

5.2 LOGO USAGE

Approval is necessary for all Clubs wishing to use the Gryphon Logo on their sports apparel. This logo cannot be modified or edited in any way, it cannot be stretched horizontally or vertically, it must remain in its original form. However it can be enlarged. Clubs are allowed to use the Gryphon Logo, with the red line underneath, with their Club name. The Clubs Supervisor or Clubs Facilitator can provide a digital version of the logo upon request. Additionally all promotional material (posters, flyers, t-shirts, etc.) must be approved by the Clubs Supervisor.

5.3 MEDIA

Clubs that are contacted by or wish to pursue opportunities for promotion through various external media outlets are required to get approval from the Clubs Supervisor and if necessary the Department of

Athletics. Please keep in mind that everything the University puts out reinforces our brand; you are representing the University of Guelph. Clubs must respect privacy and confidentiality of their members and ensure that they have appropriate permission from their members. Please do not endorse external vendors or products. You are representatives of the University of Guelph and as such should insure that you are using a professional tone, and respect the university institution.

5.4 PROMOTION

The Clubs office will assist you with some opportunities for advertising such as: promotion in the Gryph Guide, first year newspapers, the Department of Athletics website, Instagram, Facebook, Club Days, and Try it Before you Buy It weeks. All Clubs will have a web page on gryphons.ca and are responsible for ensuring that the information is up to date. Regularly updating content on the website will help promote the clubs current events, and upcoming tournaments or shows. Clubs are encouraged to take advantage of this advertising opportunity.

5.4.1 Advertising

We encourage you to promote your clubs through various outlets, however it is important to ensure that the Clubs office is made aware of any social media campaigns or promotional campaigns on campus. Clubs are welcome to advertise in the Department of Athletics buildings, however if Clubs are posting advertisements or giving out promotional material outside of the Athletics facility, they must insure they have the proper permissions from the appropriate student organization.

6.0 CLUB REQUIREMENTS

6.1 CLUB COUNCIL

The Club must elect or appoint a Club President who is a current University of Guelph student. The majority of the council must be University of Guelph Students as the Clubs Program supports student leadership opportunities. Non-University students may be part of the executive council. The Club's executive council is responsible for the ongoing operation and administration of the Club. The following are guidelines outlining the various responsibilities of each position. Clubs must individually determine the exact duties of each position, which should be represented in the Clubs constitution.

6.1.1 President

The President must be appointed, elected or designated by the Club and is responsible for the following duties. The Club President is the liaison between the Club and the Club's Office. This responsibility should not be assigned to another member but may be shared with a co or vice president. The Clubs Supervisor will need a contact number for the Club President. Insure the President has read and understands the Clubs Policy Manual and attends all scheduled meetings. If the President is unavailable a representative may attend in their place. Ensure that the club members are informed of all policies, procedures, registration process, expectations, emergency procedures, and other regulations. Presidents are expected to monitor all events and ensure that all

policies are being followed. They are also in charge of submitting a roster to the Clubs Office including the names of coaches and instructors who require building permissions. The president must insure that all financial obligations are met, insure that proper safety protocol is being met and safety concerns of participants are addressed. Presidents are also expected to implement proper disciplinary action when necessary. As a student leader it is your job to ensure that you are promoting good sportsmanship among your members and creating a space that promotes community, diversity, and athletic sport. All Club Presidents have the final decision making authority for their club operations.

6.1.2 Treasurer

With the support of the President, the Treasurer is responsible for developing a yearly budget which is to be submitted to the Clubs Office. The Clubs Facilitator will keep the Treasurer and President up to date with the status of the Clubs finances. The treasurer will maintain a separate and up to date financial record of the club. The treasurer should aid in setting the club's fee when necessary based on the budget requirements. Also the treasurer should ensure that Club members assume responsibility for generating necessary funds and promote fundraising opportunities and sponsorship opportunities. Additionally the treasurer should assist with the deposit of funds into the Clubs account, millage, reimbursement requests, membership fees, request for travel advances, floats, and purchase orders.

6.2 COACHES AND INSTRUCTORS

Clubs may have various external or internal coaches or instructors. Coaches are defined as those members whose participation within the club is restricted to giving, not receiving any instruction. Both coaches and instructors must sign a registration form formally indicating their position.

Each Club has the option to secure formal services of a coach or instructor. It is the responsibility of the Club to find and secure a qualified instructor. It must be made clear that they are being hired by the Club, not the Department of Athletics. Coaches and instructors can be paid an honorarium by the club. It is the Clubs responsibility to ensure this payment and factored into the budget, and clearly outlined in their contract. It is recommended that the instructor be trained in CPR, Emergency First Aid, or AED trained. Facilities use is limited to the time reserved by the specific Athletic Club. Coaches or instructors found using unauthorized facility space during non-scheduled times will have their membership revoked and privileges suspended. The coach or instructor is responsible for ensuring and promoting good sportsmanship, both in and out of practice.

Clubs paying an honorarium to a coach or instructor must complete a written agreement between the club and the coach, stating the amount of the honorarium, then must be approved by the Clubs Supervisor. Honorariums must be paid using Club Funds. The University of Guelph is not responsible for payments for services provided. There are no University benefits extended in this contract. There are also to be no cash payments to the coach. The Department will issue a cheque to the coach or instructor upon request.

All coach and instructor memberships must be approved by the Clubs Supervisor and will be limited to two per club, per semester unless otherwise agreed upon. Coaches and instructors are prohibited from using the Department of Athletics Facilities for personal financial gains.

If a club chooses to act independently of these guidelines, the club will risk losing its club status, and all the rights and privileges associated with that status.

6.3 Attendance

Clubs must keep track of attendance during all scheduled facility times using the attendance sheet provided to them by the Clubs Facilitator or Clubs Supervisor. Any club that repeatedly fails to do so will be placed on probation (see 2.6.1 Probation).

7.0 RISK MANAGEMENT

The University of Guelph and Department of Athletics is committed to providing a safe and positive experience for students. Each individual assumes responsibility of his/her own health. It is also the individuals responsibility to determine his/her own ability to participate and at what level he/she can participate. It is necessary to prevent accidents and injuries before they happen. Every club should be aware of the risks associated with their activity and take all necessary precautions to avoid injury and maintain a safe and positive environment.

7.1 GUIDELINES

Every Club president is required to clearly outline any risks associated with their activity. These risks can include the activity itself to use of equipment. A copy of each club member's emergency information form should be available at each practice, game, event, or off campus travel in case of any injury. It is expected that equipment, field, or practice space is inspected prior to every practice, game or special event. Do not use any facility or equipment that seems unsafe. Report any concerns to the Clubs Office. At least two active members in each club that should have a current CPR, Standard First Aid or Emergency First Aid or AED certification. If there are no existing members that have any of these certification the club must select two members to undergo training at the clubs' expense. One of these certified members must be present at all club practices and games. The Department of Athletics offers the opportunity to achieve this certification.

7.1.1 Waivers

Each participant in the Club Program is required to sign a digital participation and liability wavier upon registration. This waiver states that they fully recognize that they are responsible for their own well-being and the well-being of the group. The waiver serves to place the responsibility for whatever risks or claims that may be involved in participation on the individual. Waivers must be completed before any tournament by all participating who have not signed one. Waivers are now integrated into online registration. When participants sign up, they are asked to sign a digital wavier, thus illuminating the need for paper waivers.

7.1.2 Medical Insurance

The University Of Guelph Department Of Athletics does not accept any responsibility for injury sustained while participating in the Clubs Program. Participation is on a voluntary basis. No expenses incurred by any club participant will be paid by the Department of Athletics. We recommend that all participants consider a physical health examination prior to embarking upon a

new activity. All University of Guelph Students are covered under the University of Guelph Student Health Plan. For more information please contact the Student Health Plan Office at extension x54798 or via email at healthpl@uoguelph.ca

Clubs that have external governing bodies may be required to purchase additional insurance, which can be built into participants fees.

7.2 EMERGENCY ACTION PLAN

All Clubs are required to develop an Emergency Action Plan for practices, competitions, or other club events. A copy of this document should be given to the Clubs Office. These plans should outline procedures to be followed in case of any emergency or injury. This document should include contact numbers for Emergency Services, Department Staff to be notified, and the individual club member's responsibilities. All Clubs must be aware of the Department of Athletics procedure regarding injury. For minor injuries, First Aid Kits are available at the Client Service Desk. First Response can be called at client services if additional help is required. If an ambulance is required, Emergency Services should be called at extension x52000 or campus police at (519) 840-5000. We recommend that each club purchase their own First Aid Kit to bring to practice, tournaments, and during off campus travel.

7.2.1 Incident Reports

Incident Report Forms are available in the Clubs Office. The president is required to fill out the information for any injury that occurs during practice, competition, or instruction on campus. Presidents must then submit the Incident Report to the Clubs Supervisor. These reports must be completed and submitted within 24 hours of injury.

7.3 RISK MANAGEMENT

To avoid injury, participants are obligated to wear proper attire and any necessary protective equipment. If any participant chooses not to use protective equipment, they must realize that they are doing so at their own risk.

7.3.1 Concussion Protocol

All clubs are required to have and follow a concussion protocol. Clubs may either develop their own or use existing concussion protocol from affiliated organizations. Concussion protocols should be reviewed annually by all club executive to ensure all information is up to date.

7.4 ALCOHOL AND DRUG POLICY

The University of Guelph and Department of Athletics is committed to maintaining an alcohol and drug free environment. Alcohol and illegal drugs are not allowed in any University of Guelph athletic or recreation facility. Furthermore, alcohol and illegal drugs are prohibited at all club sponsored activity, on or off campus. Clubs that wish to use Club Funds for any social activity, must be aware that this money is not for the purchase of alcohol. It is the responsibility of the club to insure that both visiting teams and home teams adhere to this policy. There will be no sale or consumption of alcoholic beverages at club

events. While travelling clubs are expected to abstain from the consumption of alcohol as well. Any deviation from this policy will result in immediate dismissal from the Clubs Program.

8.0 FINANCIAL

Each Athletic Club is responsible for financial independence of their Club. Self-support is an essential principle of the Club Program.

8.1 FINANCIAL CONTRIBUTIONS

8.1.1 Fundraising

Fundraising is important for the existence of many clubs. We encourage clubs to fundraise to help supplement their program. All fundraising cheques must be made payable to the University of Guelph and submitted to the Clubs Supervisor to be deposited into the Club account. All fundraising activities must adhere to the policies and procedures outline by the University of Guelph. Clubs may not sell, distribute or promote alcohol or tobacco as a fundraiser. This includes drinking establishments allowing the clubs to raise money. Events such as keg parties, is not an acceptable funding opportunity. If a club is found using alcohol or tobacco as a fundraiser, the club will be deemed inactive and all activities will be canceled.

8.1.2 Donations

Any form of donation solicitation must be approved by the Clubs Supervisor to ensure that the efforts meet the University guidelines. Clubs looking for funding can request an “Adopt-a-Gryphon” donation page be established for the club. Clubs looking to partake in the “Adopt-a-Gryphon” program must set up a meeting with the Clubs Supervisor.

8.1.3 Sponsorship

Clubs may secure a sponsor to help with their fundraising. All sponsorship proposals must have prior approval of the Clubs Supervisor. Ensure that the sponsors would not reflect negatively on the University of Guelph. Exchange of goods/gift certificates in exchange for major event sponsorship is permitted. The Athletic Club program shall follow all of the above outlined procedures and those in the University of Guelph. Additionally, sponsors may not conflict with existing Guelph Gryphon sponsors.

8.1.4 Department Funding

Clubs can apply for Department funding by returning a completed Request for Additional Funding Form. The Clubs Supervisor will allocate funds, on a first come first served basis. The Clubs Supervisor will review requests to determine allocation of funding. Clubs must demonstrate genuine interest, participation, and sustained activity before funding requests will be considered. Late requests for University funds will not be accepted.

8.2 CLUB FUNDS

All club accounts are housed within the Department of Athletics business office. All financial transactions for clubs are initiated via these accounts. No club may have any type of bank account off campus. The club treasurer is responsible for keeping track of their own account balances and confirming these balances with the Clubs Supervisor. The Clubs Supervisor monitors all club account to ensure that the funds are being spent appropriately. Club officers are responsible for seeing that expenses do not exceed income and that allocated funds are spent according to Department of Athletics budget policy. The money deposited to club accounts belongs to the club and cannot be re-allocated or used by the Department of Athletics. The purpose of using the Department of Athletics business office is to ensure that club treasurers are protected. There are restrictions on how club funds are spent. Clubs Funds must be used for the benefit of the entire group

8.3 MEMBERSHIP FEES

Each club is expected to financially support its activities through membership fees. Club officers are responsible for establishing a fee structure that is fair and reasonably meets the clubs budgetary needs. Membership fees must factor in expenses, association memberships, equipment, facility fees, and coaching. Membership fees must be approved by the Clubs Supervisor.

8.4 POLICIES

Any checks received should be made out to the “University of Guelph” and deposited to the Clubs Supervisor. Any letters requesting donations designed by a club must be approved by the Clubs Supervisor prior to its dispersal to the community. Thank you letters must be sent to all donors.

8.4.1 On Campus

Clubs interested in raising funds off-campus must submit a Fundraising Approval form to the Clubs Supervisor. If a campus facility is utilized for the fundraising event, the event sponsor will be charged reservation fees and variable costs. When charging admission or collecting donations at an on-campus event, cash box and ticket arrangements must be made through the Club Office. Food and beverage concession sales during events on campus require approval by the Department of Athletics and are subject to several conditions. Major criteria used in the review process include conditions specified in the Hospitality Service Contract, the food to be sold, the location of the event, policies of the Environmental Health and Safety Office, etc. Although your group can sell T-shirts on campus, there are several specifications that must be satisfied before you order them and have them for sale. The T-shirt designs must be submitted for review with your fundraising applications before the shirt is produced. Clubs must keep records showing how funds were raised, the amounts raised, the expenses incurred when raising the funds. These records must be kept current and made available for inspections and/or audit by the Intramural & Clubs Office. The Clubs Supervisor can help with record keeping ideas or assistance. Clubs must be clearly identified as sponsors of fund raising events or activities when raising funds. Clubs raising funds in violation of policy may have their club status revoked.

8.4.2 Off Campus

Clubs that are interested in raising funds off-campus must still submit a Fundraising approval form to the Clubs Supervisor.

8.5 BUDGETING

The Clubs Supervisor is available to assist each Club with the preparation of budget requests and will provide each club with a template. Clubs should construct a budget at the beginning of year, to allocate funds to specific tournaments or projects and ensure the club will be self-sufficient throughout the year. All budget requests and reports must be submitted to the Clubs Supervisor with the semester end report. At the end of the year the Club President and Treasurer will review the year's finances with the Clubs Supervisor and Clubs Facilitator.

8.6 REIMBURSEMENTS

Clubs must first receive approval from the Clubs Supervisor for reimbursement for funds by submitting a Funds Request Form. In order to be reimbursed by the University, the club must then fill out a Reimbursement Form and must provide the original receipt, information about the event, and a list of those attending the event.

The original receipt must show form of payment. If the payment is paid with a cheque, the number must be included and signed by a representative of the event. For hotel reimbursement, the club must provide original, detailed receipt from the hotel. A copy of the credit card statement giving the total amount will NOT suffice. Loss of original receipts will result in non-payment. It takes 5 to 6 weeks for the University to produce a cheque. Cheques get sent directly when requested, or can be picked up at the Athletic Center.

8.7 FLOATS

Clubs are responsible for providing their own floats for 50/50 draws and game days. The Clubs Office is not responsible for providing floats for game days.